

Jennings County Health Department
200 East Brown Street
P.O. Box 323
Vernon, IN 47282
812-352-3024
Fax: 812-352-3030
jcfood@localhealth.in.gov

BASIC GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

All guidelines listed below (as well as all food protection requirements listed in 410 IAC 7-24) must be followed at all times.

- ✓ **FOOD PREPARATION:** Food must be obtained from sources complying with applicable State and local laws and regulations and only food, which are clean, wholesome, and free from adulteration and misbranding, shall be sold or served. **(No homemade foods or foods that have been stored in a home are allowed.)** All foods requiring preparation must be prepared on-site unless they are prepared in another licensed food establishment and properly transported.
- ✓ **PROPER COOKING, HOLDING, & COOLING PROCEDURES:** Holding: Cold foods must be maintained at 41 degrees F or below and hot foods must be maintained at 135 degrees F or above during all times of preparation, holding, display, and service. A dial-faced stem-type thermometer or a digital stem-type thermometer (accurate from 0 degrees F to 220 degrees F) must be provided, properly calibrated, and used to insure proper cooking and holding temperatures. Cooling: All potentially hazardous foods must be properly cooled from 135 degrees F down to 70 degrees F within two hours and from 70 degrees F down to 41 degrees F or below within an additional 4 hours.
- ✓ **REHEATING:** All potentially hazardous foods must be rapidly reheated to 165 degrees F within 2 hours. Proper cooking equipment must be used to reheat foods. Hot-holding equipment is to be used only for holding foods hot once they are cooked/reheated.
- ✓ **PROPER COOKING TEMPERATURES:**

Cooking Temperature	FOOD ITEMS
165 degrees F for 15 seconds	Poultry; foods containing poultry; stuffed meats, fish or pasta; stuffing containing fish or meat. Game animals and foods containing game animals.
165 degrees F for 2 minutes	Microwave cooking for raw animal foods-covered, rotated, stirred, and let stand for 2 minutes.
155 degrees F for 15 seconds	Injected meats; comminuted raw meat or fish; raw shell eggs that are not prepared for immediate service.
145 degrees F for 15 seconds	Raw shell eggs prepared for immediate service; meat and fish not otherwise specified by this chart.
145 degrees F for 3 minutes	Roasts of beef, corned beef, pork, cured pork.
135 degrees F	Potentially hazardous food cooked for hot holding; fruits, vegetables, and potentially hazardous foods not otherwise listed that will be hot held.

- ✓ **ICE FOR CONSUMPTION:** Ice which is to be consumed must come from an approved source. It must be kept in closed/covered containers and dispensed with ice scoops that are properly stored and used. Ice for consumption may not be used for storage of food or beverage products.
- ✓ **ICE AS A REFRIGERANT:** Storage of open food products in contact with ice is prohibited. Storage of packaged food products in contact with water or undrained ice is prohibited. If ice is the principle means of refrigeration, it must be done in such a way so that the ice is constantly draining (into proper area-not onto ground.) Commercial-type freeze packs or dry ice may also be used to maintain temperature if mechanical refrigeration cannot be provided. Proper temperatures, however, must be maintained at all times.
- ✓ **FOOD HANDLING:** If food is to be handled, proper tongs, utensils, or single use plastic gloves ***must be provided and used.*** Bare hand contact with ready-to-eat open foods **IS NOT ALLOWED.** (Ready to eat food means no further washing, cooking, or additional preparation steps will take place before it is served.)
- ✓ **PROTECTION FROM CONTAMINATION:** Food products must be kept shielded and protected from contamination by consumers at all times during storage, preparation, and service. Overhead protection must be provided over all food and beverage service, preparation, storage, and ware washing and hand washing areas. (NOTE: Food being grilled, for instance, is not required to be provided with overhead cover due to fire safety reasons. Prior to grilling and once taken off the grill, the food must be properly protected.)

- ✓ **DISHWASHING FACILITIES:** Facilities must be provided to wash, rinse, and sanitize multi use utensils and equipment used for food preparation at the site (for each individual vendor, in most circumstances.) If any utensils are taken off site for washing, it must be done in a licensed food establishment. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

Proper set up:

Pre-scrape

WASH	RINSE	SANITIZE
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Air Dry

- ✓ **SANITIZER:** Sanitizing solution used for dishwashing and in wiping cloth buckets must be maintained at proper concentrations at all times (unless the manufacturer's guidelines are provided and specify otherwise):

Chlorine: 50-100 ppm Iodine: 12.5 ppm Quaternary Ammonia: 200 ppm

Note: Sanitizers must be labeled as such and be provided with manufacturer's use guidelines. Chlorine (bleach) must be food grade approved. Must have EPA numbers on label.

- ✓ **UTENSILS:** Only single-service/use eating and drinking utensils may be provided for use by the consumer. (No re-use of these single-service items will be permitted.) Multi-use eating and drinking utensils are prohibited. The utensils must be placed in a container with the handles facing up and eating surface protected or completely wrapped to prevent possible contamination. Straws and toothpicks should be individually wrapped or in a dispenser.
- ✓ **CONDIMENTS:** Condiments must be individually packaged or from approved dispensers (and the dispensers must be covered to prevent possible contamination). If they require refrigeration, proper cooling provisions must be made during service/display.
- ✓ **FOOD STORAGE:** All food and beverage products, ice, utensils, dishes, equipment, and single-service items must be stored up off the floor/ground at least six (6) inches at all times.
- ✓ **WIPING CLOTHS:** In between uses, wiping cloths must be properly stored in sanitizer solution. Wiping cloths must be marked and used for specific purposes as follows: (1) Wiping cloths used for raw animal food spills/cleanup, (2) Wiping cloths used for other food spills/cleanup, and (3) Wiping cloths used for general cleaning—not for the other two types of food spills. This is to prevent cross-contamination.
- ✓ **WATER SUPPLY:** All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). These units must be approved for continuous pressure if used in situations where water is continuously provided to the unit by a hose, etc. All hoses must be N.S.F. (National Sanitation Foundation) approved or the equivalent for use with potable water.
- ✓ **WASTE DISPOSAL:** All solid and liquid waste must be disposed in a sanitary and approved manner. An adequate number of non-absorbent garbage and rubbish containers must be provided, used, and maintained in a sanitary manner. The containers must be kept covered during periods of non-use.
- ✓ **HANDWASHING FACILITIES:** At least one convenient hand washing facility must be available for employee hand washing on site at all times at each unit. This facility must consist of, at least, warm running water, soap, and individual paper towels. If a sink is not available for hand washing, "running" can mean a large thermos, urn, or container in which warm water is held for dispensing via spigot while hand washing. A container or bucket would then need to be placed under the thermos spigot to catch the wastewater. Employees must wash their hands at all necessary times during food preparation and service (i.e. before beginning work, after handling raw animal foods, after sneezing, coughing, touching face or hair, after using the restroom, after taking out trash, etc.-- as specified in 410 IAC 7-24.
- ✓ **INSECT CONTROL:** Air curtains, screening, or fans must be provided and used for insect control. Doors to food preparation areas must be solid or screened and shall be self closing and kept closed at all times.
- ✓ **HAIR RESTRAINTS:** Effective hair restraints must be provided and used by all persons preparing or serving food – such as hair nets, visors, hats, scarves, etc. Beards should also be restrained with a beard snoot or other means.
- ✓ **HYGIENE:** NO smoking, eating, or drinking is permitted in any food preparation or service areas. Clothing must be kept clean and not used to wipe hands. Covered employee beverage containers are allowed if stored and utilized properly.

IMPORTANT: No food preparation may take place until your establishment has been issued a temporary food permit. This includes cleaning and cutting of food products.

ALL OF THE ABOVE GUIDELINES MUST BE FOLLOWED TO KEEP FROM REVOKING TEMPORARY FOOD PERMIT

PERMIT APPLICATION AND PERMIT ISSUANCE WILL ONLY BE HANDLED AT THE:

Jennings County Health Department 8:00 am to 4:00 pm Monday through Friday with the exception of holidays.

Jennings County Health Department
200 East Brown Street
P.O. Box 323
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TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

THIS APPLICATION AND THE APPROPRIATE FEE MUST BE SUBMITTED TO THIS DEPARTMENT AT LEAST 24 HOURS PRIOR TO THE INTENDED DATE OF OPERATION. APPLICATIONS SUBMITTED LESS THAN 24 HOURS PRIOR TO THE EVENT ARE SUBJECT TO A PENALTY. EACH QUESTION MUST BE ANSWERED IN ORDER FOR THIS APPLICATION TO BE PROCESSED.

APPLICANT INFORMATION:

Date of Application:_____ Name of Applicant:_____

Establishment or Organization Address:_____

Establishment Telephone:_____ Fax:_____ Contact Person:_____

EVENT INFORMATION:

Name of Event:_____ Date(s) of Event:_____

EXACT Location of Event:_____

Total # of Days of Operation:_____ Time Food preparation will begin:_____ Time Food will be served:_____

FACILITY INFORMATION:

Type of Structure: ☐Trailer ☐Tent ☐Booth ☐Inside Building ☐Other_____

Type of Water Service: ☐Tank ☐Hose from Approved Source ☐Other_____

Do you have a Backflow Prevention Device: ☐YES ☐NO ☐Not Applicable

Type of Power Source: ☐Will plug into direct source ☐Generator ☐LPG ☐Other_____

Type of Hand washing: ☐Sink ☐Thermos w/spigot ☐Urn ☐Other_____

Type of Dishwashing: ☐3-compartment sink ☐Tubs/Buckets ☐Other_____

Name of Person-In-Charge at the event:_____

Name of Certified Food Handler:_____

(In accordance with 410 IAC 7-22, each food establishment must employ a certified food handler as of 1/1/05 unless otherwise exempt. Refer to the rule to see if you qualify for an exemption. It can be viewed from the Indiana State Department of Health website:

<http://www.in.gov/isdh/regsvcs/foodprot/pdf/FAQJUNE05.pdf>

FOOD PRODUCT INFORMATION:

Please list ALL FOODS AND BEVERAGES to be prepared, sold, or served:_____

Please list ALL MENU ITEMS that will be prepared at another location and brought to the event:_____

List the location at which the above-listed foods will be prepared:_____

FEES:

\$30.00 Per Unit Per Event \$75.00 Per Unit if 3 or more events in Jennings County No Charge for Non For Profit Vendors, but you must still apply

THIS IS A NON-REFUNDABLE FEE

Please make all checks payable to the: Jennings County Health Department

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If you have read and understand the list of Temporary Guidelines, please initial here:_____

Printed name of Applicant:_____ Position:_____

Signature of Applicant or Corporate Officer:_____

For Office Use Only:

Permit#:_____

Receipt#:_____

Fee:_____

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ORGANIZERS REGISTRATION APPLICATION

IMPORTANT: YOU MUST REGISTER WITH THE HEALTH DEPARTMENT 30 DAYS BEFORE THE EVENT.

EVENT/FESTIVAL NAME: _____

EVENT/FESTIVAL LOCATION: _____

ORGANIZERS NAME: _____

ADDRESS: _____

ORGANIZERS PHONE AND FAX: _____

THE FOLLOWING QUESTIONS MUST BE ANSWERED

DATE AND TIME OF EVENT: _____

NUMBER OF PEOPLE EXPECTED DAILY: _____

HOW MANY EXISTING TOILETS ARE AVAILABLE FOR THE EVENT PATRONS TO USE?

MEN: _____ WOMEN: _____

ORGANIZERS SHALL PROVIDE ADEQUATE TOILET, HANDWASHING, GARBAGE, AND REFUSE CONTAINERS FOR THE EVENT.

NUMBER OF FOOD AND BEVERAGE STANDS: _____

PLEASE COMPLETE THE LIST ON THE REVERSE SIDE OF THIS FORM, IDENTIFYING EACH STAND, STAND CONTACT PERSON, AND CONTACT PHONE NUMBER. IF YOU USE A FORM THAT INCLUDES THIS INFORMATION, YOU MAY ATTACH IT TO THE REGISTRATION APPLICATION.

NAME OF ESTABLISHMENT

CONTACT PERSON

PHONE

PLEASE PRINT CLEARLY

1. _____
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20. _____

SIGNATURE _____

DATE _____